



Submitting Requests to Update a Public Water Supply System's Contact Information

In order to facilitate communications with the public water supply systems of Kansas, the Public Water Supply Section (PWSS) at KDHE maintains four to six points of contact for each system. In order to request that this contact information be changed, please download and review the contact change form available at ([link to pdf form](#)). Any questions about the form may be directed to Karrie Ullery (785-296-6340).

The following are the points of contact tracked in the PWSS database:

AC - ADMINISTRATIVE CONTACT (mandatory contact): Individual legally responsible for the system, all general and legal correspondence and KDHE Lab water sample analysis results go to this person (**only one per system - no exceptions**). Depending on the type of water supply system, this role often (but not always) is assigned to one of the following: mayor, city administrator, city clerk, chairman, board member, manager, utilities (or water) superintendent, or (in the case of a trailer park, motel or restaurant) the owner. Ultimately, the decision of who to list in this position rests with the water supply system, not with KDHE. When it is necessary for PWSS to get in touch with the water system about contact changes, the AC is normally the first person contacted.

FC - FINANCIAL CONTACT (mandatory contact): All KDHE Lab bills for water sample analysis are sent to this contact (**only one per system - no exceptions**). Depending on the type of water system, this role often (but not always) is assigned to one of the following: mayor, city clerk, treasurer, manager, office manager, utilities clerk, board member, or (in the case of a trailer park, motel or restaurant) the owner. Ultimately, the decision of who to list in this position rests with the water supply system, not with KDHE. PWSS cannot list the water system's name or "accounts payable" as the contact receiving the lab bills; a person's name must be listed with the point of contact information. When it is necessary for PWSS to get in touch with the water system about contact changes, the FC is normally the second choice.

OP - OPERATOR (mandatory contact): Each public water system is required to have at least one water operator who is either certified by the operator certification program overseen by Vickie Wessel, or is officially recognized by Vickie's program as an "operator in training" (OIT). A system cannot have two consecutive OITs. They may hire a contract operator who is on-call to assist the water system personnel. In the event that a system has no certified operators, or has questions about the operator certification process, it should contact either Vicki Wessel (vjwessel@kdheks.gov) or Teresa Schuyler (tschuyle@kdheks.gov). **The system may list multiple operators, if there are multiple operators a DESIGNATED OPERATOR IN CHARGE needs to be assigned.**

SA - SAMPLER (mandatory contact): All KDHE Lab water sample bottles are sent to this contact (**only one per system - no exceptions**). A system usually chooses to have the sample bottles mailed to either their main office (the city hall, the bookkeeper's/city clerk's office) or to the water plant, but some choose to have them sent to the home of the person taking the samples.

DO - DESIGNATED OPERATOR IN CHARGE (**optional contact**): If more than one operator is listed, this is the operator in charge of the public water supply system (only one per system - no exceptions).

KP - KEAP Kansas Environmental Application Portal (**optional contact**): This contact has internet access to KDHE web-based forms and applications. **The system can have more than one KP.** The KP contact will need to register online at: <http://keap.kdhe.state.ks.us/>

When you have completed the form, you may return it via email (kullery@kdheks.gov), fax (785-296-5509) or postal mail to:

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